

CompassLearning Odyssey Basics

Logging in:

1. url: <https://odyssey.duvalschools.org>
2. Username: same as DCPS
3. Password: same as DCPS
4. School: Odyssey
5. Click **Log-in**

Setup

Creating Classes

1. Select **Setup**
2. Click **My Classes**
3. Click **New Class**
4. Type in a name for your class - **Save**

**If classes have been imported, find your class list.*

Adding an existing student

An existing student is one who is already in the database, but not in your class

1. Open your class
2. Click **Add Student**
3. Click grade level - **Search**
4. Check the students for your class (*Choose multiple students on multiple pages*)
5. Click **Add students**

Building Assignments

1. Select **Assignments**
2. Click **Assignment Builder**
3. Select the desired **subject** and **level**
4. Click **chapter titles** to view their contents and descriptions in the grid
5. Click **lesson titles** to reveal the activities
6. Click individual **activity titles** to preview
7. To assign activities, click in the box to the left of the title (*multiple activities may be selected*)
8. Click on the **Add Selected Tasks** button
9. Name your assignment for easy reference
10. Choose **Sequential**, **Self Select**, or **Auto-Launch**
11. Click **Complete Assignment**
12. Select **Availability**, **Subject**, **Level**
13. Change additional default options if necessary
14. Choose to **assign** now or later - **Next**
15. Confirm assignment – **Close**

Assignment Archive

View, edit, or assign saved assignments

Select Assignments – Assignment Archive

Assigning a saved assignment:

1. Select **Availability**, **Subject**, **Level** - **Search**
2. Click the radio button in front of the assignment
3. Click **Assign to students**

Editing an assignment

1. Select **Availability**, **Subject**, **Level** - **Search**
2. Click the radio button in front of the assignment
3. **Assignment Properties** - make changes wanted
4. If you want to edit content, click **Edit Tasks**
5. Click **Complete Assignment** - **Save**

Copying an assignment:

1. Select **Availability**, **Subject**, **Level** - **Search**
2. Click the radio button in front of the assignment
3. Click **Open a Copy**
4. If you want to edit content, click **Edit Tasks**
5. Click **Complete Assignment** - **Save**

Unassign an assignment: (You must be the owner)

1. Select **Assignments – Assignment Status**
2. Select **Availability**, **Level** - **Search**
3. Make selection (*assignment or student*)
4. Click **View Status**
5. Click radio button in front of choice - **Unassign**

Class Progress

1. Select **Assignments – Class Progress**
2. Click **Details** for assignment results for Class or individual student.

Reports

Generating a Student Progress Report

1. Select **Reports**
2. Select **Progress Reports - Student Progress Report - Next**
3. Select **Subject** and **Grade Level** or **Assignment**
4. Select one subject or ALL - **Next**
5. Enter start and end dates
6. Change default options if necessary – **Next**
7. Select student(s) and/or class(es) - **Next**
8. Click **Generate Report**

Resources

1. Select **Content - Resources**
2. Knowledge Center (.PDF format)
3. Live Chat (Customer Support)
4. State Correlation Report